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RETURN TO
RECORDS MANAGEMENT

Chief, Management Staff

1 June 1956

Chief, OAM Staff (ID/I and ID/S Areas)

Work Report, Week Ending 31 May 1956.

1. Project 6-21. Study of Agency Clipping Services Provided by OCR and DD/P. This project is completed except for presentation of an oral report to OCR at the request of the Executive Officer. On 28 April 1956 the DCI approved a recommendation by Mr. [REDACTED], concurred in by Mr. [REDACTED] for the DD/I, that the News Highlights continue in its present form as a CS operational aid and with substantially the same circulation as is now in effect. No recommendations were made by DD/P and DD/I to the DCI that affect the current operations of the Clipping Service. Inasmuch as decision has been made relative to the News Highlights and the possibility of combining it with the Clipping Service or a joint publication, the report to OCR will include only suggestions for improvement of the Clipping Service. As a result of our study several of the offices interviewed eliminated or reduced unnecessary Clipping Service.

2. Miscellaneous

a. Proposed U. S. Savings Bond Notice. In collaboration with the Chief, Business Machines Service comments were prepared.

b. Beneficial Suggestion on Multiple Routing of Documents. Information developed in OCR and comments forwarded to IAS.

c. ME-606. Table of Organization Changes in Foreign Documents Division, Office of Operations. The request for change in T/O of FDD was approved by Management Staff on 20 March 1956; however, certain problems in position evaluation have not been resolved. Mr. [REDACTED], Assistant to the DD/I (Admin) asked me to accompany him to FDD for a conference between FDD representatives and the Office of Personnel. The Chief, FDD stated at the beginning of the conference that the organization as recommended by the Management Staff (eliminating one layer of supervision) was working very satisfactorily but there was a need for Grade 5 or Grade 7 proofreaders in the organization. A possible solution to the problem of higher grades was submitted without changing the organization approved by the Management Staff.

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